

Site Visit Programmatic Questions
Women's Life Care Center – June 9, 2015

1. Review of Work Plan and most recent Update Report

- Are there any questions about the Update Report form? **No**
- Are the report counts within 10% of the Work Plan counts (or higher)? **All are within 10% or higher.**
- Are revisions to the Work Plan necessary or anticipated in the future? **Yes, the Work Plan will be revised to remove the specific reference to a Karen interpreter. Spanish-speaking and Hmong-speaking interpreters remain.**

2. Compliance with Necessary Services Policy

- What intake form are you using to conduct the Necessary Services assessment? – See attached Policy on Necessary Services Compliance #1: **A copy of the intake form currently in use was provided. It is in compliance with the policy.**
- Are there any questions regarding the collection of information for the Demographic Report form? **No**
- Are there any questions regarding the reporting of information on the Demographic Report form? **No**

3. Review of compliance

- Guidelines – any questions?
 - ✓ Pre-paid cards (revised): **This policy was reviewed. The Center is in compliance and added recipient's signature on the card register. Use pre-paid cards for gas purchases for clients.**
 - ✓ Submission of materials: **This policy was reviewed, especially the web site guidelines.**
 - ✓ Travel (revised): **This policy was reviewed.**
 - ✓ Participants: **The aspects of this policy pertaining to men and alternative caretakers participating were reviewed.**
 - ✓ Religious content: **This policy was reviewed. The grantee is in compliance and has recently trained all staff working with clients on this policy. Using the Frequently Asked Questions from the RFP as a basis, the circumstances under which grantees can hold a discussion with a client on her faith background or how her spiritual beliefs are impacting her were reviewed. (These are in the context of support, in the same way she would see family, friends or the baby's father as support during her pregnancy or parenting experience.)**
- New staff orientation – how is this conducted? **New staff is oriented by way of one-to-one training first with the Director, then with the Client Service Advocate. They use the first day as observation and then are instructed on the policies and procedures of the grant and center and then sign off on them.**
- Budget Form Guidelines: **These were reviewed.**

- Strategies review (revised): **The purpose of the strategies was reviewed.**

4. Medical accuracy compliance

- A. How are you assuring medical information distributed by or available at your organization is medically accurate? **Medical information is derived from MDH-approved web sites and is up to date. Sources used guarantee that their information is medically accurate.**
- B. Does your organization provide any medical services? **No**

5. Is grantee in compliance with contract agreement?

- A. Are all the duties in the Work Plan being fulfilled as described, in the quantities described, by the deadlines described? **Yes**
- B. Is the grantee in compliance with the Assurances and Agreements? **Yes**
- C. Have all subcontractor agreements for the contract and evaluation plan been submitted and approved? **Yes**
- D. Do volunteers support the grant-funded activity? **No**
- E. Does the grantee submit media products for review and approval prior to purchase, development or distribution? **Yes**

6. Financial Review

A. Review of Year 1 Expenditures/Year 2 Budget, as needed: **Year 2 budget has been submitted and approved.**

B. Follow-up of grantees with elevated risk: **Not applicable**

C. Financial Reconciliation; review of findings (if FR has taken place): **Not applicable (FR hasn't taken place)**

D. Invoices

- Are there any concerns regarding invoices? (timing, signatures, etc.): **No**
- Are there any issues to discuss regarding the invoice verifications? : **No**

7. Evaluation Plan Update

- How is evaluation project progressing? **The evaluation project is progressing well; there are no problems.**
- Is participation meeting expectations? **Evaluation plan has been submitted and will do another evaluation on car seat education. The plan will survey up to 50 clients with a pre and post test to measure program effectiveness.**
- Are there any concerns regarding responses or progress reports? **No**
- Are budget revisions necessary? **Not at this time.**

8. Review of Positive Alternatives web site: The current web site will be checked.

9. Grant Agreement Amendment?

- Have there been any changes to your 2012-16 grant application Face Sheet information? **No**
- Do you anticipate any changes prior to June, 2014? **No**
- Budget discussions: **The carry-over of year two funds into the next grant phase was discussed.**

10. Issues specific to this grantee: None

11. Tour of Facility:

- The Center was presented and was orderly and welcoming.

- If grant-funded activity areas have been significantly changed

12. How can MDH be more supportive of your program? No suggestions

Women's Life Care Center has been located in a strip mall in a first-ring suburb of St. Paul since becoming a Positive Alternatives grantee. The majority of their clients are Hmong, Spanish and Karen women, and many are recent immigrants. In recent months, the Center is beginning to attract African-African clients from northern St. Paul. Their clients have basic needs: clothing, layettes, cribs and car seats. Women's LCC was one of the first grantee's to add interpreters to their budget, recognizing the importance of communicating with their clients in their native languages. Current Karen clients are bringing their own interpreters to appointments, and their numbers have not decreased.

The Center's program guidelines require participants to take parenting education classes to earn the baby items they need. This reduces the likelihood that cycles of poverty and poor parenting will be repeated.

The Center is looking into the possibility of adding STI testing in the future for clients.

The Director expressed gratitude for the funding received through the Positive Alternative Grants.